

What's New?

Conversion Request No. 4: FMLA/FIL, Military and Voluntary Shared Leave

Spreadsheets are attached to gather data on Family Medical Leave/Family Illness Leave, Military Leave and Voluntary Shared Leave. The concept is similar for FMLA, FIL and Military Leave: we are asking for the remaining available balance for affected employees. Voluntary Shared Leave is a little different. In addition to the remaining available balance, we will need to capture Donor information, including SSNs, amount, and type of leave donated. Each workbook has detailed instructions on the first tab. The deadline for FMLA/FIL, Military and VSL information is February 16, 2007.

Invitation

The Time Management Team has scheduled a meeting on the 13th of February here at Beacon to talk to agency time experts about their experiences with the initial conversion requests and to talk about conversion requests going forward. This is meant to be a working session to answer questions, identify problem areas and to discuss strategies.

We are planning 2 sessions, starting at 9am and 1:30 pm. If you would like to attend, please send a note to Karen.boodee@ncosc.net and specify which session you'd like to attend. Space is limited.

Follow Up

Work Schedules

Thank you for your input on Work Schedules. We are compiling the responses and should have that ready soon. The next step will be to assign personnel to work schedules. Please note that ALL personnel: FT, PT, Temps, Contractors, etc – ALL personnel that will be recording time in Beacon will require a work schedule assignment. This includes anyone that will be paid through Beacon, and anyone that records time, even if it isn't for pay (ie., a consultant that tracks hours against a project or charge object). Look for the Work Schedule Assignment conversion request early next week.

Sending Data to Beacon

We are taking steps to create a secure method for the transfer of data between Agencies and Beacon. It may still be a few weeks away. In the meantime, PLEASE do not send data files that contain social security numbers via email. We will send instructions on file transfers as soon as our Technical Team is ready.

Reminders:

Conversion Request No. 3 Review of Work Schedules

Deadline: January 12, 2007 (!!)

Conversion Request No. 1 Leave Balances

Deadline: January 31, 2007

Conversion Request No. 2 Adv. Weather, Comp Time, Holiday Comp Time

Deadline: January 31, 2007

Charge Objects Structure Evaluation

Deadline: February 9, 2007

Coming Soon:

- Work Schedule Assignments
- Quota payout, Shift substitutions & Worker's Comp

Contact Information:

This message has been addressed to the Time Management contacts identified through workshops and surveys. If you feel you are not the right person to be receiving requests for conversion data in your organization, please call Karen at 431-6634. We will update your agency information and the associated distribution lists accordingly.

Beacon.Time@ncosc.net